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| 1. Save your document WITHOUT spaces or special characters in the file name.   Exceptions: dot . and underscore \_ are fine in file names and file names cannot be more than 50 characters | |
| 1. Log onto the district server.   \*for complete directions see <http://empowerstudents.wikispaces.com/New+District+Server> | |
| 1. Once logged onto the server, double click on the Websites folder. 2. Find your folder INSIDE the Websites folder. Move your document into this folder. | C:\Users\Donna Baker\Desktop\TcrWebPageFolder.JPG  C:\Users\Donna Baker\Desktop\OwnWebsiteFolder.JPG |
| 1. Go to [www.cmcss.net](http://www.cmcss.net), Faculty and Staff, and go to Teacher Website Admin IF you have to choose     \*some may go directly into Teacher Website admin   1. Log in using MyLogin credentials and click on My Teacher Website. |  |
| 1. Click on Classroom Links icon at the top. | |
| 1. In Create a New Link space fill in the Name for the link 2. In the Hyperlink space (and this must be EXACTLY right) type   <http://staff.cmcss.net/first.last/documentname.extension>  Example: <http://staff.cmcss.net/donna.baker/AlgISyllabus.docx> and click create.  \*Note – Leaving off the file extension will cause an error. You must include the extension in your link. | |
| Go to your teacher webpage (linked to school website) and check the link to be sure it works. | |